

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
	BNL Site-Specific Records Retention Schedule					
	Section 14: R&D (Research and Development) Records					
1	Note: Records Marked With 'EPI' Are Under A Moratorium. Do Not Destroy These Records.					
2	Series title	Description	14	Schedule	Cutoff	Retention
3	Committee (R&D) - (Name of Committee)	This series consists of the (list Committee name) committee records. The purpose of this committee is (fill in purpose). These records may contain: agendas, minutes of meetings, list of attendees, correspondence, and reports. This series is used for administration and R&D. It is kept for review, reference, and verification.	14	ADM-16.8.A	Calendar	Destroy 2 years after termination of committee.
4	Cooperative Research and Development Agreement (CRADA) - Project File	This series contains records, with the exception of those covered by the crada agreement, that document the crada project, (list project name), from initiation to completion or termination. Records include, but are not limited to, proposals; project planning and justification records; start-up reports and correspondence; budgetary documentation; monthly, quarterly, and yearly status reports; technical data and studies; partnership meeting minutes; implementing policies and procedures; non-disclosure agreements, presentation materials, and all other related records. These records are used for R&D and administration. It is kept for reference, verification, project/work in progress, and auditing purposes.	14	N1-434-96-5.B (CRADA)	Calendar	Transfer 1 record set to corporation partner following project completion and/or termination, set forth in initial CRADA agreement. Retain 1 record set for 10 years after project completion or termination, then destroy.

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
5	Data - (Type of Data)	This series consists of (raw or analyzed) data from (list project or source). Information includes, but is not limited to, log books, notebooks, results of experiments, protocols, correspondence, notes, costs, studies, and procedures. This series is used for R&D and administration. It is kept for reference, verification and project/work in progress.	14	R&D-1.B.13	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
6	Data Tracking forms	This series consists of tracking forms for incoming data as well as analytical data for on- and off-site water, soil, and air samples. It also includes spatial data from the Geographic Information System (GIS). The information kept in this series is project documentation. It includes informational copies used strictly for reference and is used for job/task functions as well as procedures. This series is kept for reference, verification, auditing and project/work in progress.	14	R&D-1.B.13__	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>
7	Index - Bibliography of Medical Department Researchers	This series consists of a list of all published articles by members of the Medical Department. There is a list of authors with corresponding bnl numbers. Some of the pages give the journal name and the citation but most have only the title of the study, the researchers name and the Brookhaven National Laboratory report number (ie: BNL-11111). The BNL Clinical Research Center has copies of all the articles corresponding to this list of publications. The list is an aid in locating particular published articles corresponding to any research activity conducted by BNL researchers, including experiments involving human subjects.	14	ADM-23.9	Calendar	Destroy or delete with the related records.

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
8	Index - Data Books	This index file contains lists of data books and their locations for various projects such as hematology experiments, hot particle project, and diffusion chamber project. This reference tool is arranged by subject notations. This series is used for R&D. It is kept for reference, verification, and project/work in progress.	14	R&D-1.B.14.A	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
9	Data - Component Cooling Water System	This series consists of technical data on component cooling water system including Nuclear Plant Reliability Data System (NPRDS) records, plant procedures, and Licensee Event Report (LER) Reports. This technical data pertains to failure data for components, i.e. pumps and valves, and is derived from commercial reactors throughout the United States. This data is produced for the Nuclear Regulatory Commission (NRC) and has been published. This series is used for R&D. It is kept for reference, verification, and project/work in progress.	14	R&D-1.B.13	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>
10	Laboratory Notebooks	This series consists of laboratory notebooks which are related to (list project(s) and/or experiment(s)) done at the (list Dept/Div/Office). The notebooks include (ie: scientific data; theoretical notes; and other material) important to the project(s) and/or experiments(s). The notebooks are used for verification and work in progress. The notebooks are kept for reference and auditing purposes.	14	R&D-1.B.14.A	Calendar	Permanent. Cut off after project/program completion, cancellation, or termination, or in 5 years blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
11	Medical Equipment Data Records	This records series includes, but is not limited to, equipment and instrument calibration; experimental set-up of equipment; daily calibration data; equipment operation logs; equipment service, maintenance and repair records; operations and safety procedures, that are not appropriate for inclusion in the medical project case file. This series is used for R&D, operations, and procedures. It is kept for verification, quality control, and reference.	14	R&D-3.C	Calendar	Cut off annually. Destroy after 15 years after cutoff.
12	Medical Research Case Files	This records series documents the history of research projects on human subjects from initiation to completion, and include records relating to the prospective evaluation of the safety and efficiency of proposed diagnostic, therapeutic, or preventative treatments as well as research, development, design and test results. The records may include, but are not limited to the following: project proposal, review memoranda and comments, project authorizations and directives, approved protocols, documentation of assurance, unpublished manuscripts, journal articles and conference papers, progress reports, correspondence, initial clinical data, patient treatment procedures, patient data sheets, insurance records, billing documentation, lists of publications resulting from the project, test treatment data, daily calibration data, equipment operation logs, operation and safety procedures, and institutional review board records. This series is used for administration and R&D. It is kept for reference, verification, and auditing purposes.	14	R&D-3.B	Calendar	Permanent. Cut off after completion or termination of program, or in 5 year blocks. Retire to FRC 2 years after cutoff. Transfer to NARA 30 years after termination of project/program.

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
13	Program Planning Records (R&D) - (Name of Project)	This series contain project documentation for (list project name). Documents may include: (list types of documents : ie: records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of various R&D project phases or programs, agendas, directives, minutes of meetings, papers relating to the establishment, revision, or termination of projects, and other papers reflecting the boards or committees' actions, recommendations and accomplishments). This series is used for job/task functions, R&D, and administration. This series is kept for reference, verification, and project/work in progress.	14	R&D-2.A	Calendar	<p>1. Records maintained by DOE headquarters program manager: Permanent. Cut off files every 5 years and retire to FRC. Transfer to NARA 30 years after cutoff.</p> <p>2. Records maintained by each laboratory director or equivalent: Permanent. Cut off files every 5 years and retire to FRC. Transfer to NARA 30 years after cutoff.</p> <p>3. Records maintained by other DOE sites and contractor organizations: Cut off files every 5 years and retire to FRC. Destroy 20 years after cutoff.</p> <p>For guidance on determining levels see criteria below</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
14	Project Case File - Scientific R&D (Name of Project)	This series contains project documents for (name of project). Documents include: (list types of documents: ie: administrative records, financial documents, contractual and procurement documents, quality assurance documents, reports of inventions, disclosures/patents and copyrights, design documentation, basic data sheets and data logs, computer code documentation; technical documents; supporting technical information; preliminary sketches, drawings, specifications, and photographs; raw data; evaluated or summarized data; controlled notebooks; technical progress reports; memoranda, and other records documenting assignments, progress, and completion of projects). This series is used for job/task functions, R&D, and administration. It is kept for reference, verification and project/work in progress.	14	R&D-1.A	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>
15	Project File - Medical R&D Case File (Name of Project)	This series contains project documentation for (list project name). Documents include: (list types of documents: ie: project proposal, review memoranda and comments, project authorizations and directives, approved protocols, documentation of assurance, unpublished manuscripts, journal articles and conference papers, progress reports, correspondence, lists of publications resulting from the project, test treatment data, daily calibration data, equipment operation logs, operation and safety procedures, and institutional review board records).	14	R&D-3.B	Calendar	<p>Permanent. Cut off after completion or termination of program, or in 5 year blocks. Retire to FRC 2 years after cut off. Transfer to nara 30 years after termination of project/program.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
16	Project File - Scientific R&D - (Name of Project)	This series contains project documentation for (list project name). Documents include: (list types of documents , ie: administrative records, financial records, basic data sheets or logs, contractual documents, quality assurance documents, reports of inventions, disclosures/patents and copyrights, design documentation, computer code documentation, technical documents, supporting technical information, preliminary sketches, drawings, specifications, and photographs, raw data in various media, electronic/computer files, evaluated or summarized data, controlled notebooks, and technical progress reports). This series is used for _____. It is kept for _____.	14	R&D-1.A	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
17	R&D Administrative Records - (Name of Project)	This series consists of administrative records that include correspondence relating to project justification, staffing, initiation or execution; project management plans, records management plans, and periodic status reports. This series is used for R&D and administration. This series is kept for reference, verification, and auditing.	14	R&D-1.B.1	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>
18	R&D Basic Data Sheets and Data Logs Records - (Name of Project)	This series consists of basic data sheets data log that are generated through research operations. This series is used for _____. It is kept for _____.	14	R&D-1.B.7	Calendar	Destroy after 5 years old unless specifically designated as deliverables in contract or procurement documents. If designated as such, apply Level 3 criteria and disposition instructions.
19	R&D Computer Code Records - (Name of Project)	This series consists of computer code documentation and software/hardware requirements, including benchmark test/data results, file specifications, record layouts relating to a master file or database authorized for disposal. This series is used for _____. It is kept for _____.	14	R&D-1.B.8	Calendar	Destroy when superseded or obsolete or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is not needed to protect legal rights

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
20	R&D Contract & Proposal Records - (Name of Project)	This series consists of contractual and procurement documents which include: funded proposals, sponsor contracts, sub-contracts, contract specifications, statements of work, letters of instruction, related service agreements and accompanying instructions, technical procedures and study protocols, procurement specifications, purchase orders and subsequent revisions. This series is used for _____. It is kept for _____.	14	R&D-1.B.3	Calendar	Cut off files annually. Destroy 10 years after cutoff.
21	R&D Design Records - (Name of Project)	This series consists of design documentation. It includes, but is not limited to, experimental set up, schematics, flow charts and logs, test controls and instructions, test records and certifications, measuring and test equipment control listings, and calibration records. This series is used for operations, safety, and quality control. It is kept for reference and verification.	14	R&D-1.B.6	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
22	R&D Evaluated or Summerized Data - (Name of Project)	This series consists of evaluated or summarized data resulting from study of raw data including memoranda, graphs, tabulations, reports, log books, and related papers. This series used for R&D, operations, and procedures. It is kept for project/work in progress, reference, and verification.	14	R&D-1.B.13	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>
23	R&D Financial Records - (Name of Project)	This series consists of financial documents which include: budgets, cost runs, work breakdown structure, and travel expenditures. This series is used for cost control and budgeting. It is kept for reference, verification, and auditing purposes.	14	R&D-1.B.2	Fiscal	Cut off files annually. Destroy 10 years after cutoff.

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
24	R&D Preliminary/Supporting/Raw Data Records - (Name of Project)	This series consists of supporting technical information which includes: preliminary reports, notes and working papers, computer printouts, draft copies of papers used by technical writers and any other preliminary or draft copies; preliminary sketches, drawings, specifications, and photographs; raw data in various media (punch cards, computer printouts, magnetic tapes, videotapes, photographs, or comparable media) used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations used for reference in arriving at determinations in the conduct of research projects or determined to have probable value for secondary evaluations or future experiments. This series is used for _____. It is kept for _____.	14	R&D-1.B.10 R&D-1.B.11 R&D-1.B.12	Calendar	<p>1.B.10: Destroy when 5 years old unless specifically designated as deliverables in contractual or procurement documents. If designated, apply Level 3 criteria and disposition instructions.</p> <p>1.B.11: Destroy when 5 years old unless specifically designated as deliverables in contractual or procurement documents. If designated, apply Level 3 criteria and disposition instructions.</p> <p>1.B.12: Destroy when 5 years old (or earlier if authorized by appropriate site review) unless the records are specifically designated as deliverables in contractual or procurement documents. If designated, apply Level 3 criteria and disposition instructions.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
25	R&D Quality Assurance Records - (Name of Project)	This record series is made up of quality assurance documents that include, but are not limited to: quality assurance plans, reports of QA audits, project assessments, nonconformance and corrective action reports, deficiency reports, and certificates of conformance. This series is used for _____. It is kept for _____.	14	R&D-1.B.4	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
26	R&D Technical Document Records - (Name of Project)	<p>This series consists of technical documents which include: technical papers, significant technical correspondence, engineering plans and drawings, final reports, photographs and negatives related to the project; test schedules, specifications, final approved standards, final research data, statistical analyses, tables, charts, graphs, computer printouts or analyses of scientific or engineering data, and other accumulated records documenting the progress and completion of R&D projects. This series is used for _____. It is kept for _____.</p>	14	R&D-1.B.9	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
27	R&D Technical Progress Reports - (Name of Project)	Technical progress reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects, and consolidated reports prepared therefrom. This series is used for _____. It is kept for _____.	14	R&D-1.B.15	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
28	R&D Technical Project Reports - (Name of Project)	This series consists of R&D technical reports (scientific and technical information (STI)) in any format or medium which are derived from scientific and technical studies, work or investigations which relate to research and development, demonstration and other specialized areas such as environmental and health protection, and waste management that is required to comply with Public Law 93-577 of 1974 (42 USC 5916 and is deliverable to the Secretary of Energy. This series is used for _____. It is kept for _____.	14	R&D-B.15.____	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
29	Research Progress Reports	This series consists of research progress reports on several programs like the Matex Program and the Southern Oxidant Study. It includes accomplishments and a summary of the progress of each program and lists the name of each program's sponsor.	14	R&D-B.15.____	Calendar	<p>A. Level 1: Permanent. Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.</p> <p>B. Level 2: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p> <p>C. Level 3: Cut off after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p> <p>For guidance on determining levels see criteria below.</p>

Section 14: R12/26/2002 (Research and Development Records)

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
30	Work for Others (WFO)	This series is the agreement/contract for services from (list contractor or project name). Work for Others (WFO) is performed by U.S. Department of Energy (DOE) contractor personnel for federal, state, and local government entities, non-government/non-profit entities, universities, and privately held corporations. This work is not directly funded by DOE, but is authorized by and administered by DOE. Agreement stipulates contract length, provisions, articles, clauses, and other related matters. Files include subcontract agreements signed between contractor and subcontractors to perform a specific work scope in support of the larger contract. This series is used for administration. It is kept for reference, verification, and auditing purposes.	14	N1-434-95-5.A (WORK FOR OTHERS)	Calendar	1) Official, signed agreement: Cut Off annually. Destroy 10 years after termination of agreement. 2) Other offices: Cut off annually. Destroy 2 years after cut off or when no longer needed, whichever is earlier.
31	Guidance For Determining Level 1, 2, and 3 Records					
32	<p>This schedules provides tools and guidelines to successfully complete the review of R&D records and to establish levels for disposition. The records in this schedule shall be reviewed at project closure or file cutoff to determine appropriate disposition.</p> <p>All R&D records must be evaluated and assigned into one of the following three levels, unless otherwise indicated in the schedule. Records retired under this schedule will not be accepted by a federal records center without an appropriate level designation.</p>					
33	<p>Level 1: Projects which received national or international awards of distinction; active participation of nationally or internationally prominent investigators; research which resulted in a significant improvement in public health, safety, or other vital national interests; scientific endeavors which were the subject of widespread national or international media attention and/or extensive congressional, U.S. Department of Energy (DOE) or other government agency investigation; show the development of new and nationally or internationally significant techniques which are critical for future scientific endeavors; or made a significant impact on the development of national or international scientific, political, economic, or social priorities.</p> <p>Level 1 Disposition Instructions: Permanent. Cut off after project/program completion, cancellation, or termination, or in 5 year blocks. Retire to Federal Records Center (FRC) 2 years after termination of project/program. Transfer to National Archives and Records Administration (NARA) 30 years after termination of project/program.</p>					

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
34	<p>Level 2: Research that leads to the development of a "first of its kind" process or product; improved an existing process, product, or application, or has implications for future research.</p> <p>Level 2 Disposition Instructions: Cutoff after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program.</p>					

	A	B	C	D	E	F
2	Series title	Description	14	Schedule	Cutoff	Retention
35	<p>Level 3: Research projects/programs that do not fall into Level 1 or 2.</p> <p>Level 3 Disposition Instructions: Cutoff after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program.</p>					